

WEDDING POLICY

FIRST PRESBYTERIAN CHURCH

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adopted 6/14/2017

This policy has been prepared with the prayer that it will assist you in making your plans in such a way that this day may be among the most memorable of your life. You are required to comply with these policies so that no detail may be overlooked in making your wedding one of the happiest and holiest moments of your life.

First Presbyterian Church rejoices in your decision to marry and hopes your service at the Church will be a happy and fruitful occasion. We believe that marriage is a gift God has given to all humankind for the well-being of the entire human family. While it is a civil contract, for Christians, marriage is a covenant, rooted in Scripture, through which a man and a woman are called to live out together before God their lives of discipleship. Scripture teaches us that in a service of Christian marriage, a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.

PROCEDURES:

1. The initial request to schedule a wedding is made through the church office. Our Office Administrator/Wedding Coordinator will direct you to the church website (fpcwhitefish.org) to review the wedding policy, if you have not already done so. She will briefly go through some of the key points of the policy along with the necessary forms you will need to fill out and return to us for approval or disapproval by the Pastor. Disapproval may be with or without cause.
2. Upon approval and scheduling of the wedding date and time, a \$250 refundable security deposit to cover damage and excessive cleaning is required. The security deposit is payable at the time the wedding is approved.
3. Once the date is scheduled, it is the responsibility of the couple to contact the Church Pastor to discuss the Order of Service and the required premarital counseling.
4. The Wedding Coordinator shall handle all logistics for the wedding. She will assist you with preplanning, deliveries of flowers and food, etc., and behind the scenes work during both the rehearsal and wedding. **Because our Wedding Coordinator must work so closely with the Pastor to assure a memorable wedding service, we require her services to be utilized at each wedding.**
5. The use of the sound system requires a church-trained technician who will be present at both the rehearsal and the wedding. The Wedding Coordinator will arrange for the services of the technician.
6. The Coordinator will provide you with a list of our church musicians. They should be contacted as soon as the wedding date has been approved. Their participation is based upon availability.

7. No wedding service will be performed without a valid wedding license. The Pastor must have received it no later than the day of the rehearsal.
8. Food and drinks are allowed only in the Fellowship Hall. Please note that no alcohol or tobacco products are allowed on church property.
9. While Pastors of this church usually perform weddings, there may be family or pastoral considerations which lead you to request another officiant. Only ordained Christian clergy may officiate at marriage, wedding or blessing services on church property. This request must be made to the Church Pastor in writing, who will then submit it to the Session (governing board of the church) for approval. All visiting clergy are required to affirm their agreement with this policy and receive pre-approval of the service by the Church Pastor.
10. Premarital counseling is mandatory and the sessions shall be arranged with the Pastor. Premarital counseling usually involves 4-5 sessions. If it is not logistically possible to schedule the counseling sessions with the Pastor, another ordained Christian clergy or qualified counselor may be used. Prior to the service being performed, the Church Pastor must receive verification from the clergy or counselor that counseling has taken place.

THE SERVICE AND MUSIC:

THE WEDDING SERVICE is a commitment which takes place before Almighty God and God's people. Therefore, we enter into worship and conduct worship during a wedding ceremony. Only an approved Christian service of marriage will be allowed. The Pastor will present you with several possible formats and assist you in determining what will be most appropriate.

THE LORD'S SUPPER may be celebrated during the ceremony, but under no circumstances may it be celebrated privately for the wedding party or a limited group of individuals only; the elements must be offered to all gathered during a wedding service. Elders of First Presbyterian Church can be available to assist with the Lord's Supper, if desired, and requested in advance through the Wedding Coordinator.

MUSIC of a religious or classical nature provides a reverent setting for worship. The church maintains the same high standards in the selection of music for weddings as it does in planning other services of worship. Please remember that the first and most important function of music in the church is to glorify God; therefore, whatever music is chosen must be compatible with a Christian ceremony. All music, performed by either one of our church musicians or a guest musician must be approved in advance by the Church Director of Music. Our musicians will assist you in selecting appropriate music. The piano may not be moved without prior permission and supervision of the Director of Music.

FURNITURE AND VESTMENTS in the chancel area (pulpit, communion table, chairs, liturgical colors, banners) may only be moved with permission of the Pastor. After the wedding, all moved items must be returned to their places. Musical instruments may not be moved. Please note that no decorating changes to the sanctuary may be made during the Advent and Christmas seasons.

CANDLES must be dripless and the use of drip guards is mandatory. The church candles which are oil filled are available for use.

PHOTOGRAPHS AND VIDEO RECORDINGS are permitted with the following stipulations. It is expected that photographers will be discreet so that the dignity and sanctity of the service is preserved. The photographer is permitted to take pictures in the narthex; however, no flash bulbs and/or any other form of lighting shall be used after the bride starts down the aisle. No photographs may be taken from the front of the church during the processional, service or recessional. Photographers are not allowed to move throughout the sanctuary during the service. A video camera placed on a tripod may be used in

the choir loft or balcony, if the equipment can be set up in such a way as not to detract from the service. No person may operate a camera or video camera in the chancel area. These policies apply to family members and friends as well. It is the responsibility of the wedding party to make certain that photographers, videographers, and others are aware of these guidelines. At the beginning of the service, the Pastor will instruct all guests not to take pictures during the service.

ONGOING SEASONS OF WORSHIP take precedence over wedding requests. No weddings will be conducted on Thanksgiving weekend, Christmas Eve and Christmas Day, or during Holy Week.

RECEPTIONS:

RECEPTIONS in the church Fellowship Hall may be requested. The Church Wedding Coordinator will help you arrange for this. Please remember that no alcohol or tobacco products are allowed in the Fellowship Hall or the church property.

SCHEDULE OF FEES

ALL FEES, EXCEPT FOR THE REFUNDABLE DEPOSIT ARE PAYABLE TO THE CHURCH OFFICE TWO WEEKS PRIOR TO THE WEDDING DATE. The Wedding Coordinator will assist you in handling this item.

	Members	Non-Members
Wedding Coordinator	150.00	250.00
Sound Technician	75.00	75.00
Custodian	75.00	75.00
Building Use		150.00
Pastor Honorarium		300.00
Church Musician	75.00	125.00
	_____	_____
	375.00	975.00

WEDDING POLICY UNDERSTANDING AND AGREEMENT FOR BRIDE AND GROOM

We, the undersigned, being the bride and groom whose wedding is proposed to be held at First Presbyterian Church of Whitefish, Montana on (date) do hereby state and affirm that we have received a copy of the wedding policy of the church dated (date of adoption) , and that we have read and understand it in detail. We pledge that we will abide by it in full and will assure that all members of our wedding party and vendors will comply with the policy.

Bride

Groom

Date: _____

Coordinator or designee attestation

WEDDING POLICY UNDERSTANDING AND AFFIRMATION FOR GUEST CLERGY

I (printed name) being an ordained Christian clergy and the approved officiant of the wedding service between _____ and _____, which will take place at the First Presbyterian Church of Whitefish, Montana on _____ have received a copy of the wedding policy of the church and have read and understand it in detail. And I pledge to abide by it in full and will assure that all aspects of and participants in the service will comply as well.

Officiant

Date: _____

WEDDING APPLICATION

FIRST PRESBYTERIAN CHURCH OF WHITEFISH, MONTANA

Today's Date ____/____/____

Name of Bride and Groom (printed) _____

Rehearsal Date _____ Time _____ (am/pm)

Wedding Date _____ Time _____ (am/pm)

If you are not a member of First Presbyterian Church, please state briefly the reasons you are requesting approval to marry here:

Information on the Bride:

Information on the Groom

Address:

Address:

Phone:

Phone:

Clergy to Officiate (see policy) _____

Guest Clergy contact information _____

Set Up/ Decorating will take place at _____ (an/pm)

Wedding Party/Family will arrive at _____ (am/pm)

Number of Guests expected at wedding _____

Marriage license HAS / HAS NOT been acquired (circle one)

Maid/Matron of Honor's full name _____

Bridal Attendants:

Best Man's full name _____

Groom's Attendants:

Ushers: (if different from groom's attendants)

Candle Lighter _____

Ring Bearer _____ carrying: actual/ ornamental (circle one)

Flower Girl _____

Church Musician _____ HAS/ HAS NOT been contacted

Other Musician(s) (please list all) _____ HAS/ HAS NOT been contacted

Please list anyone else who will be participating: